

VMR-VRO GUIDELINE - SEARCHES TO FIND A VENDOR

Checklist Reference - None

Always use more than one search when looking for a vendor. Keep the search criteria short.
Search each of the following fields separately.

- Name 1
- Short Name
- Change the dropdown menu on Name 1 from 'begins' to 'contains' and try another search using a significant word within the vendor's name.
- Search in the Customer Number using the last four digits of the vendor's TIN number.

Examples on how to search specific type of vendors:

1. ACRONYMS

- a. Name 1 – use 'begins with' - example: THEATRE IN HIGHER EDUCATION, ASSN FOR (no space between the comma and both words)
- b. Name 1 - use 'contains' – example: enter 'THEATRE' or 'ASSN' or 'EDUCATION', etc.
- c. Short Name – enter ATHE

2. ASSOCIATION, ASSN, or ASSOC

- a. Name 1 – use 'begins with' - example: WORLD WRESTLING, ASSN OF
- b. Name 1 use 'contains' and enter 'WORLD' or 'WRESTLING' OR 'ASSN', etc.
- c. Short Name – example: WORLD WRES

3. BOARDS

- a. Name 1 – use 'begins with' - example: NURSING, ND BOARD OF
- b. Name 1 use 'contains' and enter 'NURSING' or 'BOARD', etc.
- c. Short Name – example: NURSING

4. CITIES

- a. North Dakota
 - i. Name 1 - use 'begins with' - example: BISMARCK, CITY OF; MANDAN, CITY OF
 - ii. Name 1 use 'contains' and enter 'BISMARCK' or 'MANDAN'.
 - iii. Short Name – example: CITIES
- b. Out of State
 - i. Name 1 - example: ST PAUL, CITY OF
 - ii. Name 1 use 'contains' and enter 'PAUL'
 - iii. Short Name – example: ST PAUL

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5. COMPANIES

- a. Begin with The
 - i. Name 1 – use 'begins with'- example: SCRATCH PAPER CO,THE
 - ii. Name 1 use 'contains' and enter 'PAPER'
 - iii. Short Name – example: SCRATCH PA
- b. Begin with ND or North Dakota
 - i. Name 1 – use 'begins with'- example: GROWERS ASSN,ND
 - ii. Name 1 use 'contains' and enter 'GROWERS' OR 'ASSN'.
 - iii. Short Name – example: GROWERS AS

6. COUNCILS

- a. Name 1 – use 'begins with'- example: ADULT EXPERIANCIAL
LEARNING,COUNCIL FOR
- b. Name 1 use 'contains' and enter 'EXPERIANCIAL' or 'LEARNING' or 'COUNCIL'
- c. Short Name – example: ADULT EXPE

7. COUNTIES

- a. North Dakota
 - i. Name 1 – use 'begins with'- example: ADAMS, BURLEIGH
 - ii. Short Name – example: COUNTY
- b. Out of State
 - i. Name 1 – use 'begins with'- example: DANE COUNTY
 - ii. Short Name – example: DANE

8. INDIVIDUALS

- a. DIFFERENT GENERATIONS
 - i. Name 1 – use 'begins with'- example: BACH JR,JAMES R
 - ii. Name 1 use 'contains' and enter 'JAMES'
 - iii. Short Name – example: BACH JR
- b. COMBINED INDIVIDUALS
 - i. Name 1 – use 'begins with'- example: Smith,George & Judy would be
SMITH,GEORGE (add SMITH,JUDY to the Address 1 line)
 - ii. Name 1 use 'contains' and enter 'GEORGE'.
 - iii. Short Name – example: SMITH
- c. DOCTORS
 - i. Name 1 - use 'begins with'- example: Dr. Josh Foster would be
FOSTER,JOSH DR
 - ii. Name 1 use 'contains' and enter 'JOSH'.
 - iii. Short Name – example: FOSTER

9. NATIONAL or NATL

- a. Name 1 – use 'begins with'- example: RODEO ASSN,NATIONAL

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- b. Name 1 use 'contains' and enter 'NATIONAL'.
- c. Short Name – example: RODEO ASSN

10. US POST OFFICES & POSTAL SERVICES

- a. All under vendor #310

11. PUNCTUATION EXCEPTIONS

- a. example: AMAZON.COM (web company name)
- b. example: SMITH,GEORGE (an individual)
- c. example: RODEO ASSN,NATL (separate a beginning & ending)

12. SCHOOLS (K-12)

- a. North Dakota
 - i. Name 1 – use 'begins with'- example: BISMARCK PUBLIC SCHOOLS
 - ii. Short Name – SCHOOL
- b. Out of State
 - i. Name 1 – use 'begins with'- example: HURON VALLEY SCHOOLS
 - ii. Name 1 use 'contains' and enter 'VALLEY'
 - iii. Short Name – HURON VALL

13. STATE AGENCIES

- a. North Dakota
 - i. Name 1- use 'begins with'- example: AUDITORS OFFICE,ND STATE
 - ii. Name 1 use 'contains' and enter 'AUDITOR'
 - iii. Short Name – example: STATE
- b. Out of State
 - i. Name 1 – use 'begins with'- example: SOUTH DAKOTA DEPARTMENT OF LABOR
 - ii. Short Name – example: SOUTH DAKO

15. UNIVERSITIES/COLLEGES

- a. North Dakota
 - iii. Name 1 – use 'begins with'- example: BISMARCK STATE COLLEGE
Short Name – example: BSC
 - iv. Name 1 use 'contains' and enter 'COLLEGE'
- b. Out of State
 - v. Name 1 – use 'begins with'- example: SOUTH DAKOTA STATE UNIVERSITY
 - vi. Short Name – example: SDSU

What should be done if a vendor shows up but has a status of inactive?

If an existing vendor shows up with the name and address you are looking for but it has an inactive status, please investigate further before adding a new vendor. Why was it inactivated?

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The vendor should be able to be reactivated if:

1. The status is "Inactive", but the Persistence is "One Time." Then:
 - a. Change the Status to "Approved"
 - b. Change the Persistence to "Regular"
 - c. Add a new effective dated row on the default location and make note in the 'Comments' section who reactivated the vendor and when. While in the Comments section, make sure there is no wording that the vendor should not be reactivated.
2. The status is "Inactive" and there is no documentation in Name 2 or the Comments section indicating why the vendor was inactivated. This vendor may have been inactivated because it was set up and never used.
 - a. Change the Status to "Approved"
 - b. Change the Persistence to "Regular"
 - c. Add a new effective dated row on the MAIN location and make note in the 'Comments' section who reactivated the vendor and when. While in the Comments section, make sure there is not a notation that the vendor should not be reactivated.

What if the existing vendor is inactive and has Name 2 state something like "DO NOT REACTIVATE" or "USE VENDOR #555555 INSTEAD"?

1. Follow the directions in Name 2 and do not reactivate this vendor. Sometimes the reason for the inactivation will be clearly indicated in Name 2. Such as:
 - a. A W-9 is needed from the vendor for reporting purposes. To see the guidelines used by VRO to collect W-9's see Guideline 'Collection of W-9's.
2. These notes in the Name 2 field are made because there is already a duplicate for this vendor, there was a name change, or 1099 information change. Do not reactivate a duplicate. Contact the Vendor Registry Office with any questions.
3. If no duplicate vendor number is referenced, it is okay to set up a new vendor with accurate 1099 information and spelling.

SEARCH QUERIES

The Vendor Registry Office has some queries that may help in search Name2, Alternate Name, and TIN numbers. The queries are:

1. NDS_VNDR_NAME2_SEARCH
2. NDS_VNDR_TIN_SEARCH1

Please let the Vendor Registry Office know if there is a problem with these queries.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.